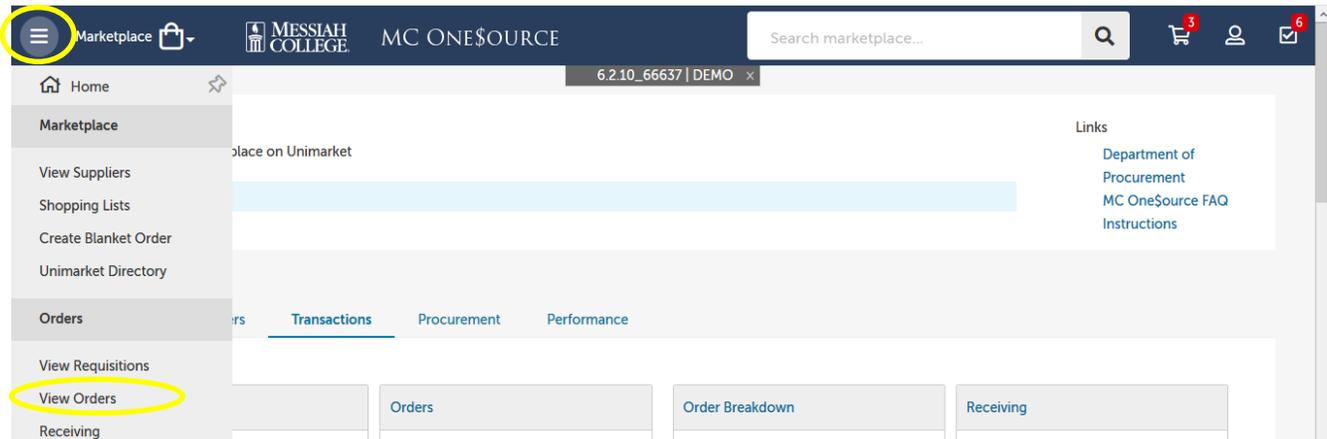
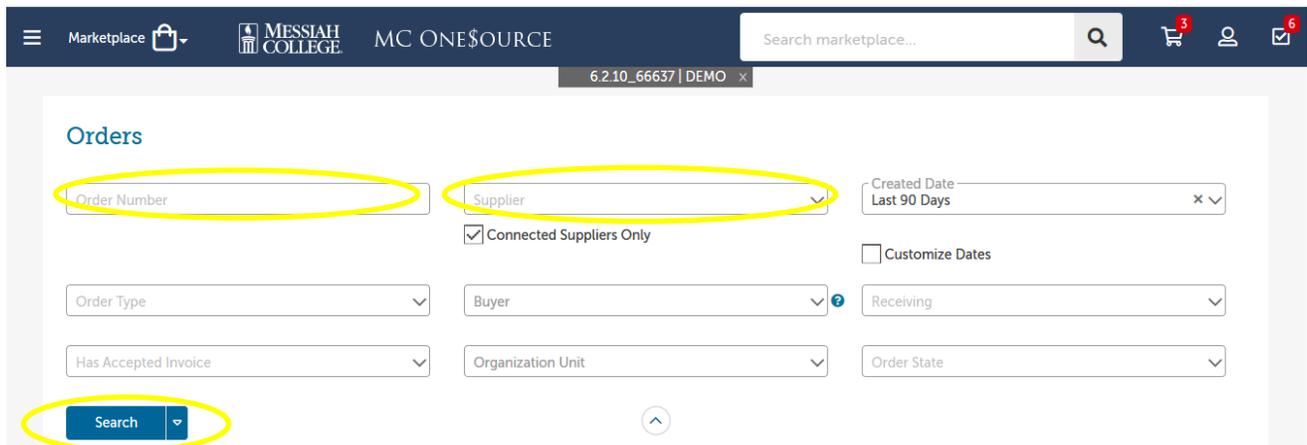


- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Orders**



- Searching may be done by typing the blanket **Order Number** or typing the **Supplier** name.
- Click **Search**



- Click on the Purchase Order number.

**Orders**

Order Number:  Supplier:  Created Date:

Connected Suppliers Only  Customize Dates

Order Type:  Buyer:  Receiving:

Has Accepted Invoice:  Organization Unit:  Order State:

Order	Receiving	Type	Buyer	Requisition	Supplier	Order Date	Total
PP500817		Blanket	Sherry Lynn Rudasill-Suite 3012 ...	RR100840	Wolf's Bus Lines	12/6/2018 1:42 PM	\$10,000.00

- Funds available will be listed.

Marketplace MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...

6.2.10\_66637 | DEMO x

**Order PP500817**

Messiah College > Wolf's Bus Lines

**Blanket Order**

Order Number: PP500817 Requisition: RR100840

Buyer: Sherry Lynn Rudasill-Suite 3012 ...

Order D. Created Date: 12/6/2018 1:42 PM

State: O Documents: [Purchase Order](#)

**Funds Available: \$10,000.00** Organization Unit:

Valid From: 12/6/2018 12:00 AM Valid To: 3/31/2019 11:59 PM

Alert Date: Alert Amount: \$1,000.00

Available To: Sherry Lynn Rudasill-Suite 3012 ...

Visibility: Organization Unit

**Supplier** **Bill To**

Attn: Sherry Lynn Rudasill - Hoffman 303  
GRANTHAM CAMPUS [C  
ONE COLLEGE AVENUE  
MECHANICSBURG, PA 17055  
United States  
(717)-7662511  
srudasill@messiah.edu

12/14/18